



ALAMEDA RECREATION AND PARK DEPARTMENT
2226 Santa Clara Avenue, Alameda, CA 94501 · (510) 747-7529
www.cityofalamedaca.gov/recreation/

FIELD RENTAL

1. Fields are not available on the following holidays: Easter Sunday, Memorial Day, Independence Day and Labor Day. **Fields are not available for rent from November 1 to March 1.**
2. All requests must be made in person in the Alameda Recreation and Park Department, 2226 Santa Clara Avenue, Alameda, during regular business hours.
3. Reservation requests will not be accepted less than seven (7) working days or more than ninety (90) days prior to the date requested. Tournaments excepted.
4. All fees must be paid in full at the time the reservation is issued. Cash, personal check (make payable to ARPD), VISA or MasterCard, cashier's check and money order are acceptable. **NO DEPOSITS ACCEPTED.**
5. Permits will be issued to adults (21 years and over) with a two-hour minimum on all permits.
6. Refunds will be granted under special circumstances.
7. An assigned ARPD staff person will arrive 15 minutes prior to the permit time and will be in charge of the facility during the entire permit time. **Groups will not be admitted earlier than the starting time of the permit.**
8. All plans for decoration must be approved by the Recreation and Park Department prior to installation and decorations must be removed at the end of the permit time. Nails, tacks, staples, electrical tape or marring materials are not to be used on any City property.
9. **Alcoholic beverages are NOT allowed in any City park or field.**
(Alameda City Ordinance No. 2463).
10. **No amplified music, P.A. systems or use of air horns allowed.**
11. Adult individuals, teams and organizations desiring to reserve a field for practice, games and/or tournaments will be charged the following rates:

RENTAL FEES: ALL PERMITS REQUIRE ASSIGNED STAFF - EFFECTIVE FEBRUARY 9, 2012

\$40 per hour per field with picnic rental - Residents

\$65 per hour per field with picnic rental - Non-Residents

RESIDENTS:

**\$50 per hour per field when field director would not normally be on duty -
includes field director, field, bases and restrooms.**

**\$75 per hour per field when field director would not normally be on duty -
includes field director, field, bases, rest rooms PLUS lights.**

\$80 per hour per field - Private Rental/Tournament

NON-RESIDENTS: Add \$25 per hour, tournaments excluded.

To reserve a field for tournaments, submit your request a minimum of three (3) months in advance and a maximum of nine (9) months.

Hours of rental are 9:00 a.m. to 10:00 p.m. for the months of April 1 through October 31 where lights are available.

FIELDS AVAILABLE FOR RENT:

<u>SOFTBALL ONLY</u>	<u>BASEBALL & SOFTBALL</u>	<u>SOCCER</u>
Franklin	Godfrey	Harrington
Krusi (#2 & #4)	Krusi (#1 & #3)	Tillman
*Leydecker	Lincoln	Atlantic
Littlejohn	*Washington (Upper)	
Rittler		
*Washington (Lower)		
*Woodstock		

*Lighted Fields

Fields may not be rented to non-Alameda based groups for the purpose of conducting a regularly scheduled league.

FIELD PREPARATION

All field preparations include dragging, watering and lining.

One (1) field, once a day: \$75 per day

Two (2) fields, once a day: \$87 per day

One (1) field, twice a day: \$105 per day

Two (2) fields, twice a day: \$107 per day

TOURNAMENT FEES

1. Anyone conducting a tournament will be required to post a \$100 deposit at the time the permit is issued. This \$100 will apply toward the overall tournament charge.

This deposit will be returned if the tournament reservation is canceled at least sixty (60) days prior to the date. A cancellation made less than sixty (60) days prior to the date will result in forfeiture of the \$100 deposit.

2. The balance of all field rentals, preparation and tournament fees are due seven (7) working days before the date.
3. In addition to the field rental and/or preparation fees, all tournaments are required to pay:
 - a. A flat fee of \$200.
 - b. Fee for charity events is \$50 in addition to the hourly field rental rates.
 - c. Provide proof of \$1million liability insurance naming the City as additional insured.

4. Charity events may apply to have the tournament fees waived. Field rental and preparation charges will still be assessed. To apply for waiver of fees, the following must be submitted 30 days prior to the date:
 - a. A letter from the president of the charity stating the tournament is on their behalf and that they are to receive 100% of the profit. Tax-exempt status, 501(C)3, and tax identification number must also be provided.
 - b. A proposed operating budget for the tournament with a final financial statement to be submitted within 30 days after the tournament.
5. **The sale of alcoholic beverages is prohibited at all times.**
6. No items may be sold at any time or admission fees charged.
7. The City of Alameda and the Alameda Recreation and Park Department assume no legal responsibility for personal injuries, thefts or losses of private property while on or using City fields. Each organization and group should provide their own personal liability insurance where injuries, thefts or losses might occur. The manager or tournament director is responsible for notifying all participants of this fact.

Revised – February 13, 2012